

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: February 24, 2011

PERSONNEL LETTER #11-008
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **WEB-BASED GARNISHMENTS TRAINING COURSE**

The State Controller's Office, Customer Support Section, is introducing a new online Garnishment Documentation course. This is the first of many online courses that will be available to Personnel Specialists without extra costs. The Garnishment class is available immediately by using the link indicated below.

DESCRIPTION

The Garnishment Documentation course is designed to provide Personnel Specialists with the tools and instruction needed to understand the legal documentation requirements that are placed on departments when establishing salary garnishments. The online presentation explains earnings withholding orders for child and spousal support, support arrearages, federal and state tax levies, and student loan defaults. This course is an introduction to the garnishment process covering the various garnishment types, the components of an Earnings Withholding Order, how to establish a garnishment (as well as modify and cancel an existing garnishment) and how to access resources. Personnel Specialists will learn the essential elements for garnishment documentation through interactive practical exercises during this online course.

PREREQUISITES

Staff members who benefit most from this training are responsible for completing garnishment documentation, and have at least five months personnel/payroll experience and three months experience processing garnishments.

The Garnishment Documentation course may be accessed via the Statewide Training Web page at http://www.sco.ca.gov/ppsd_st_training_news.html, or by navigating directly to the course link at <http://cacontrollers.adobeconnect.com/garnishments/>

For assistance with accessing the course or to provide feedback, contact Tim Ramsden, Manager, Customer Support Section, at (916) 324-8497.

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